

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

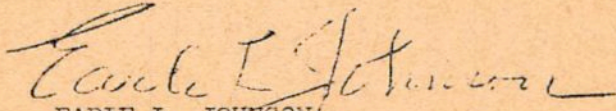
NATIONAL HEADQUARTERS
WASHINGTON, JANUARY 30, 1943

Subject: CAP Field Survey

To: All Unit Commanders

1. Enclosed you will find a form for a CAP Field Survey. The reason for this survey is to more nearly ascertain the amount of office space, the amount of travel, the amount for communications, and other items that you have been using.

2. We would appreciate it very much if you would fill this out properly and return it to us immediately. At the present time we are preparing a budget, the outcome of which will depend somewhat on the information secured from the enclosed blanks.


EARLE L. JOHNSON/
Major, Army Air Forces
National Commander

2 Encls

Encl 1 - Instruction Sheet

Encl 2 - CAP Field Survey Form

INSTRUCTIONS FOR CIVIL AIR PATROL FIELD SURVEY QUESTIONNAIRE

WING HEADQUARTERS

1. Distribution should consist of two copies of questionnaire per Unit Headquarters, i.e., Groups and Squadrons. One original and one carbon should be returned by each unit to Wing Headquarters.

2. The return of this information to Wing Headquarters should be solicited at the earliest possible moment, and should be assembled by Wing Headquarters in complete Group and Squadron units.

Example:

Group 514

Squadron 514-1

Squadron 514-2

3. Assurance of completion and submission to you of this form by all lower units may be gained through the use of a check list covering these Units; thus, each Unit may be checked off upon your receipt of the returned questionnaire.

4. Complete a questionnaire for your Wing at once and mail to Civil Air Patrol Field Survey, National Headquarters, Civil Air Patrol, Room 1011, DuPont Circle Building, Washington, D. C.

5. In approximately 10 days from date of receipt of this request, questionnaires should have been completed by lower units and returned to you for resubmission to Civil Air Patrol Field Survey.

6. Your immediate attention is anticipated by this Headquarters.

Designation of Unit

Location of Unit:Commander of Unit:

Street

Name

City

Rank

State

* * * * *

1. Personnel

- a. List the names of all CAP Officers attached to this particular Wing, Group, or Squadron Headquarters and indicate the average number of hours per week each used the office space.

Commander

Operations Off.

Ex. Officer

Supply Off.

Adjutant

Other

Personnel Off.

Intell. Off.

Training Off.

- b. Give the name, grade (CAF-2 or 3) and salary of the full time stenographer, if paid by government.

Name

Name

Grade

Grade

Salary

Salary

- c. Give the names of any volunteer stenographic and clerical assistance utilized at the Headquarters and indicate the average number of hours per week worked by each.

Note:- If paid from private fund indicate monthly salary after name.

Name

Name

Name

Name

Name

Name

d. How many letters are dictated and typed or prepared per day by:

Full time Stenographer

Volunteer Assistance

e. How many files and what records are maintained in office:

f. Give the number of active and inactive members in this CAP unit:

Note: Those members considered active who regularly participate in meetings, drills, etc.

Active

Inactive

2. Travel

a. What is the average cost per month of the Wing Commander's Travel and Per Diem?

Travel

Per Diem

b. What is the average mileage traveled per month?

c. Give names and titles of any other CAP officers who make official trips:-

d. What is the average Mileage and Travel cost per month for each?

e. Who finances their travel?

f. Indicate for each of the above the modes of travel used.

3. Transportation of things

a. Give the average number of pieces of duplicated material distributed each month.

b. Give the average cost of postage per month for this office.

4. Communications

a. What is the yearly cost of the Telephone Contract for the Headquarters?

b. Give the average number and cost of Long Distance Calls per month.

c. Give average number and cost of Telegrams per month.

5. Space

a. Give the number of square feet of office space occupied by the Headquarters.

b. Where is space located?

c. How provided:

Donated)
Rented) Check one.

d. If rented:

From Whom

Rental Rate

e. If donated, who donates space?

Rented Items

From whom

Rental rate

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.....
.....

8. Field Activity

a. How many available Planes are attached to this Unit?

b. What portion of your Headquarters Activity (approximate percentage) is involved with any of the following assignments?

(1) Courier Service

(a) War Industries

(b) Army

(2) Target Towing

(3) Recruitment for Base Duty

(a) Personnel

(b) Technical Equipment

(4) Other

9. Civil Air Patrol Cadet Training Program

List the total to date enrollment in this activity.

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Do you consider this activity progressing favorably?

What do you anticipate eventual membership to be?